

**BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Date and Time: **Wednesday, April 15, 2020 5:45 P.M.**
Location: Remote participation by Members please follow the link below:
<https://global.gotomeeting.com/join/875562149>: (If problems, call Sarah at 608.843.4557)
BID Members Noticed: S. Fay, N. Marklein Bacher, B. Stelling, T. Wickus, T. Kolb, Tiffany Sloan, Samantha Ramsey Brunker, Mike Yount
Others Noticed K. Downing
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of March 18, 2020.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

NEW BUSINESS

- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – May 20, 2020 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.

Agenda prepared by S. Fay
Agenda posted by D. Munz on 04/14/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes
3/18/2020

Present Members: Stelling, Wickus, Yount, Fay, Sloan
Absent Members: Brunker, Marklein, Kolb, Downing

President Fay called the meeting to order at 5:53 pm

Approval of February 2020 minutes: Yount/Wickus
Adoption of Agenda: Stelling/Wickus

President: None

Secretary: None

Treasurer: Need to determine if we need to increase 2020 budget to \$1800 to pay City of Baraboo admin fees

Appearances: Banners changed out, sticks are frozen in flowerpots so unable to remove, looking to hire someone to fill flowerpots

Business Development: None

Finance: None

Parking: None

Promotions: Devils Lake guide and maps completed and placed. Farmers market to get web security for \$100

Old Business

Civic Center Mural: Everything is in place and was set to start in May but now unknown with Covid-19 pandemic

Branding update: Spirit trail and tourism widget has been contracted out

New Business

1. What can we do to help business owners with Covid-19 pandemic

2. Approval of Vouchers:

a. Wisconsin Public Radio \$1,960

b. Next Level \$247.50

c. Skillet Creek Media \$125.00

d. City of Baraboo \$1,239.48

Total: \$3,571.98

Approved: Wickus/Yount

Motion to adjourn at 6:24 p.m. by Yount/Wickus

City of Baraboo
BID Fund 390
Balance Sheets
March 31, 2020 and December 31, 2019

Assets:	March 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 102,455.63	\$ 69,036.42
BID Assessment Receivable	7,100.40	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
Total Current Assets	117,115.80	76,596.19
Total Assets	\$ 117,115.80	\$ 76,596.19
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 1,239.48
Due to General Fund	1,443.06	1,443.06
Total Liabilities	1,443.06	2,682.54
Fund Equity:		
Fund Balance	75,153.13	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	40,519.61	7,763.26
Total Fund Equity	115,672.74	73,913.65
Total Liabilities and Fund Equity	\$ 117,115.80	\$ 76,596.19

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Three Months Ending March 31, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	-	1,000.00	-
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ 45,519.61	\$ 47,900.00	95.03
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Debt Service	\$ -	\$ -	\$ -	-
Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Capital Projects	\$ -	\$ -	\$ -	-
Community Development				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	-	2,000.00	-
Accounting Services	-	-	800.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	-	19,000.00	-
Promotions	-	5,000.00	20,500.00	24.39
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ -	\$ 5,000.00	\$ 47,900.00	10.44
Total Expenditures	\$ -	\$ 5,000.00	\$ 47,900.00	10.44
Net Revenues/(Expenditures)	\$ -	\$ 40,519.61	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
March 31, 2020 and December 31, 2019

Assets:	March 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 1,945.29	\$ 1,945.29
Total Current Assets	<u>1,945.29</u>	<u>1,945.29</u>
Total Assets	<u><u>\$ 1,945.29</u></u>	<u><u>\$ 1,945.29</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
Total Fund Equity	<u>1,945.29</u>	<u>1,945.29</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,945.29</u></u>	<u><u>\$ 1,945.29</u></u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Three Months Ending March 31, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2020 (00/20) Balance	390-10-55180-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Facility Improvements			01/01/2020 (00/20) Balance	390-10-56710-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59230-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59243-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Publishing			01/01/2020 (00/20) Balance	390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Professional Services			01/01/2020 (00/20) Balance	390-69-56700-215-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	2,000.00 Unexpended	2,000.00		
Accounting Services			01/01/2020 (00/20) Balance	390-69-56700-219-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	800.00 Unexpended	800.00		
Parking Lot Development			01/01/2020 (00/20) Balance	390-69-56700-300-970			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	1,500.00 Unexpended	1,500.00		
Appearances/Banners			01/01/2020 (00/20) Balance	390-69-56700-300-971			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	19,000.00 Unexpended	19,000.00		
Promotions			01/01/2020 (00/20) Balance	390-69-56700-300-972			.00
02/18/2020	AP	164	CHAMBER OF COMMERCE BARABOO **VendorNo: 461 **Inv. No: 16063 **Desc: BID-JEM MARKETING PROJECT **Inv. Date: 2/18/2020 **PO No:		5,000.00		
YTD Encumbrance		.00 YTD Actual	5,000.00 Total 5,000.00 YTD Budget	20,500.00 Unexpended	15,500.00		
Business Development			01/01/2020 (00/20) Balance	390-69-56700-300-973			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	3,250.00 Unexpended	3,250.00		
Office Supplies			01/01/2020 (00/20) Balance	390-69-56700-310-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	200.00 Unexpended	200.00		
Operating Supplies			01/01/2020 (00/20) Balance	390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Insurance			01/01/2020 (00/20) Balance	390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	
Number of Transactions: 1 Number of Accounts: 14					Debit	Credit	Proof
Total BID:					5,000.00	.00	5,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2020 (00/20) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2020 (00/20) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2020 (00/20) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 3					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 1 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					5,000.00	.00	5,000.00